

Cambridgeshire County Council

Guidance for applicants and their agents on the Local Validation List (June 2017)

This guidance note sets out the circumstances in which you will need to submit information under the headings set out in Cambridgeshire County Council's Local Validation List (June 2017). Not all the items listed will apply in every case and you are strongly advised to seek pre-application advice to find out what is required before submitting your application. A failure to consider all of the necessary points will mean that the application will be invalid until the necessary information has been received. An invalid application cannot be registered.

Submitting a planning application form

Planning applications for the **County Council's own development and for waste development** can be submitted through the [Planning Portal](#).

For **County Council development**, the applicant (Q1 of the Standard Application Form) must be *Cambridgeshire County Council* (very occasionally jointly with another party), not an individual officer. A full stop can be placed in the name box to enable submission through the planning portal.

Please note that neither the Standard Planning Application Form nor the Local Validation List applies to applications for **mineral development**. Application forms for new Mineral development can be downloaded from the County Council's [website](#). Developers of mineral sites should contact the County Planning, Minerals and Waste team at the pre-application stage to establish what information should accompany their application.

As noted above, we offer a planning pre-application service for County Planning, Mineral and Waste planning applications. More information about this can be found under the heading Pre-application advice on our [website](#).

Requests for additional information during the consideration of the application are more likely if information provided is of poor quality.

The web links provided in this document are correct at June 2017. We will update this guidance when there are significant changes to planning policy documents and will review the Local Validation List and the guidance at least every 2 years.

National requirements

These are required by [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#).

Guidance on the National requirements is given in [Paragraphs 016 Reference ID: 14-016-20140306](#) to 37 Reference ID: 14-037-20140306 of the **Department for Communities & Local Government** [Planning Practice Guidance](#).

Introduction

The following sections describe all of the items on the Local Validation List and indicate in which circumstances each should be provided. They also give the policy behind the requirement and reference where you can find further information. Additionally further information can be found about emerging policy within the policy pages on the relevant Council's website. Some items will require input from a technical specialist.

1. Planning Statement

Policy Driver

Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that all applications for planning permission be determined in accordance with the development plan unless other material considerations indicate otherwise.

Types of applications that require this information

All except those for very minor development where there are no policy implications.

What information is required?

A planning statement should identify the context and need for a proposed development and include an assessment of how it accords with relevant national and development plan policies. Where the proposal does not accord with a planning policy or policies this should be acknowledged and reasons given why the planning authority should grant permission.

Where to look for further assistance

National planning policy documents can be found on www.gov.uk. For example, the [National Planning Policy Framework](#) (March 2012); the [National Planning Policy for Waste](#) (October 2014); and the [Planning Practice Guidance](#).

The development plan sets out the planning authority's policies and proposals for the development and use of land in their area and in Cambridgeshire it comprises:

[Cambridgeshire and Peterborough Mineral and Waste Core Strategy](#) (July 2011) and [Cambridgeshire and Peterborough Minerals and Waste Site Specific Proposals Plan](#) (February 2012)

[The Block Fen Langwood Fen Master Plan](#) (July 2011) (Supplementary Planning Document)

[The Location and Design of Waste Management Facilities](#) (July 2011) (Supplementary Planning Document)

[The RECAP Waste Management Design Guide](#) (February 2012) (Supplementary Planning Document)

The relevant District or City Council's adopted local plan or local development framework documents.

Links are provided to the local planning authorities' planning policy front page rather than to the individual documents. This is because they are progressively being adopted / reviewed therefore you should check the status of policy documents regularly. For this reason the individual policies referred to later in this document may be superseded over time and their relevance should be checked before you refer to them in your Planning Statement.

[Cambridge City Council](#)

[East Cambridgeshire District Council](#)

[Fenland District Council](#)

[Huntingdonshire District Council](#)

[South Cambridgeshire District Council](#)

2. Local Authority Development Letter

Policy Driver

The Town and Country Planning General Regulations 1992 (Statutory Instrument 1992 No 1492). Regulation 3 states that where a planning authority proposes to develop land then the application shall be made to and determined by the authority itself. Examples are new schools, extensions to schools; libraries; roads, bridges and other transport infrastructure; household recycling centres.

Types of applications that require this information

All applications submitted under Regulation 3 of the 1992 Regulations.

What information is required?

A letter from the commissioning officer of the applicant department who must be prepared to take responsibility for compliance with planning conditions if permission is granted.

Where to look for further assistance

[The Town and Country Planning General Regulations 1992](#)

3. Statement of Community Involvement

Policy Driver

The Cambridgeshire Statement of Community Involvement (March 2014) is a Local Development Document and is part of the Local Development Framework which was introduced in the 2004 Act.

Types of applications that require this information

Category A development as defined in Section 3 of the Cambridgeshire Statement of Community Involvement (March 2014).

What information is required?

A statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the County Council's adopted Statement of Community Involvement and demonstrating how the views of the local community have been sought and taken into account in the formulation of development proposals.

Where to look for further assistance

[Cambridgeshire Statement of Community Involvement](#) (March 2014)

4. Biodiversity survey and report

Policy Driver

[National Planning Policy Framework](#) (2012), particularly Section 11
Conserving and enhancing the natural environment

[Cambridgeshire and Peterborough Minerals and Waste Core Strategy](#) (2011)
Policy CS35 Biodiversity and Geodiversity, Policy CS25 Restoration and Aftercare of Mineral and Waste Management Sites

[Cambridge City Local Plan](#) (2006) policies 4/3: Safeguarding Features of Amenity or Nature Conservation Value, 4/6: Protection of Sites of Local Nature Conservation Value and 4/8: Local Biodiversity Action Plans

[Cambridge City Council Sustainable Design and Construction SPD](#) (2007)
section 2.6 supplements local policies 4/3-4/8.

[East Cambridgeshire Local Plan](#) (2015) policy ENV 7: Biodiversity and geology

[Fenland Local Plan](#) (2014) policies LP16: Delivering and Protecting High Quality Environments across the District; LP19: The Natural Environment

[Huntingdonshire Local Plan](#) (1995) policies En22: Nature and wildlife conservation & En23: Sites of Scientific Interest and national nature reserves

[Huntingdonshire Core Strategy DPD](#) (2009) policies CS1: Sustainable Development in Huntingdonshire and CS9: Strategic Greenspace Enhancement and is referenced within policies CS6 Gypsies, Travellers and Travelling Showpeople and CS10 Infrastructure Provision.

[Huntingdonshire Landscape & Townscape Assessment SPD](#) (2007)

[South Cambridgeshire Development Control Policies DPD](#) (2007) policies NE/6: Biodiversity and NE/7: Sites of Biodiversity or Geological Importance;

[South Cambridgeshire District Council's Biodiversity SPD](#) (2009)

[Middle Level Biodiversity Manual \(2016\)](#)

Types of applications that require this information

See the Standard Application Form, the Biodiversity Checklist and accompanying guidance notes which have been placed alongside this document on the County Council's [website](#).

What information is required?

See the Biodiversity Checklist and accompanying guidance notes.

Where to look for further assistance

Planning Practice Guidance - [Natural Environment](#)

See the [Biodiversity Checklist guidance notes](#)

5. Statement of sustainable design and construction

Policy Driver

National Planning Policy Framework (2012)

Cambridge City Local Plan (2006) policies 3/1: Sustainable Development and 8/16: Renewable Energy in Major New Developments

East Cambridgeshire Local Plan (2015) policies GROWTH 5: Presumption in favour of Sustainable Development; ENV 2: Design; ENV 4: Energy and water efficiency and renewable energy in construction; ENV 5: Carbon offsetting; ENV 6: Renewable energy development

Fenland Local Plan (2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland

Huntingdonshire Core Strategy (2009) policy CS1: Sustainable Development

South Cambridgeshire Development Control Policies DPD (2007) policies DP/1: Sustainable Development; NE/1: Energy Efficiency; NE/3 Renewable Energy Technologies in New Development; NE/9: Water and Drainage Infrastructure; NE/10: Foul Drainage – Alternative Drainage Systems and NE/12: Water Conservation.

Types of applications that require this information

New schools and all developments creating more than 1,000m² of floor space.

What information is required?

Cambridge City: Completed Sustainable Development Checklist (Section 4 of Sustainable Design and Construction SPD)

Other districts: Statement of Sustainable Design and Construction

Furthermore, it is important that a foul drainage strategy is included when assessing the design implications of any new development in this category

and when the development is being designed to connect to a public sewer means of disposal of treated effluent and an assessment of dry weather flows should also be demonstrated to avoid the risk of increased flooding elsewhere as a result of additional flows into the receiving watercourse.

Where to look for further assistance

Cambridge City Council [Sustainable Design and Construction SPD](#) (June 2007)

South Cambridgeshire [District Design Guide SPD](#) (March 2010) – Chapter 8: Environmental Sustainability

[Report to Cambridgeshire County Council's Development Control Committee 17 July 2006](#)

6. Tree survey / arboricultural report

Policy Driver

National Planning Policy Framework (2012)

Cambridge City Local Plan (2006) policy 4/4: Trees

East Cambridgeshire Local Plan (2015) policies ENV 1: Landscape and settlement character; ENV 2: Design; ENV 7: Biodiversity and geology

Fenland Local Plan (2014) policies LP16: Delivering and Protecting High Quality Environments across the District; LP19: The Natural Environment

Huntingdonshire Local Plan (1995) policy En18: Trees in the landscape

South Cambridgeshire Development Control Policies DPD (2007) policy DP/2: Development Criteria (2.m & o)

Types of applications that require this information

Where there are trees or hedges on the development site and/or there are trees or hedges on land adjacent to the development site that could influence the development or might be important as part of the local landscape character. See Standard Application Form.

What information is required?

Information on, but not limited to, the species, size, canopy extent, future management, projected future life of trees on or adjacent to the development site, which are to be retained or lost and details of protection measures during development.

Where to look for further assistance

BS5837: Trees in relation to construction.

South Cambridgeshire [Trees and Development Sites SPD](#) (January 2009)

Huntingdonshire [A Tree Strategy for Huntingdonshire](#) (February 2015)

See also section 10 Landscape Proposals

7. Flood Risk Assessment

Policy Driver

National Planning Policy Framework (2012), particularly Section 10 Meeting the challenge of climate change, flooding and coastal change

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011) policy CS39 Water Resources and Water Pollution Prevention

Cambridge City Local Plan (2006) policy 8/18: Water, Sewerage and Drainage Infrastructure

East Cambridgeshire Local Plan (2015) policies ENV 2: Design; ENV 8: Flood risk

Fenland Local Plan (2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland

Huntingdonshire Core Strategy (2009) Spatial Vision and Objectives

Huntingdonshire Local Plan (1995) policies CS8: Water supply, sewerage, sewage disposal and surface water drainage requirements; and CS9 Flood water management

South Cambridgeshire Development Control Policies DPD (2007) policies DP/1 (1. i & j) Sustainable Development; DP/3 (2. p & r) Development Criteria and NE/11: Flood Risk

Types of applications that require this information

- in flood zone 2 or 3 including [minor development](#) (as defined by the Environment Agency) and change of use for all development likely to have any impact upon flood risk;
- more than 1 hectare in flood zone 1 for all development likely to have any impact upon flood risk;
- less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (e.g. from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (e.g. surface water drains, reservoirs);
- less than 1 ha in Flood zone 1 if there are proposed changes to hard standing likely to affect the level of flood risk.
- and less than 1 hectare within flood zone 1 which has critical drainage problems as notified by the Environment Agency.

See Standard Application Form.

What information is required?

The scope of the flood risk assessment is dependent on the nature, scale and location of the development and should include taking into account any

relevant significant impacts upon local infrastructure. The [Environment Agency's advice](#) should be followed.

Where to look for further assistance

[National Planning Policy Framework](#) (March 2012)

Planning Practice Guidance – [Flood Risk and Coastal Change](#)

DEFRA / Environment Agency guidance – [Flood risk assessment for planning applications](#)

Cambridge City Council [Sustainable Drainage Design and Adoption Guide](#)

Middle Level Commissioners [Planning Advice and Consent Documents](#)

[Cambridgeshire Flood and Water SPD](#) (July 2016) endorsed by Cambridgeshire County Council as the policy of the Lead Local Flood Authority on 14 July 2016.

7A. Surface water drainage strategy

Policy driver

[National Planning Policy Framework](#) (2012), particularly Section 10 Meeting the challenge of climate change, flooding and coastal change and para 103

[Written Ministerial Statement](#) (18 December 2014) Secretary of State, Communities and Local Government

[Cambridgeshire and Peterborough Minerals and Waste Core Strategy](#) (2011) policy CS39 Water Resources and Water Pollution Prevention

[Cambridge City Local Plan](#) (2006) policy 8/18: Water, Sewerage and Drainage Infrastructure

[East Cambridgeshire Local Plan](#) (2015) policies ENV 2: Design; ENV 8: Flood risk

[Fenland Local Plan](#) (2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland

[Huntingdonshire Core Strategy](#) (2009) Spatial Vision and Objectives

[Huntingdonshire Local Plan](#) (1995) policies CS8: Water supply, sewerage, sewage disposal and surface water drainage requirements; and CS9 Flood water management

[South Cambridgeshire Development Control Policies DPD](#) (2007) policies DP/1 (1. i & j) Sustainable Development; DP/3 (2. p & r) Development Criteria and NE/11: Flood Risk

Types of applications that require this information

Major development as set out in Article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015

- the provision of a building or buildings where the floorspace to be created by the development is 1,000 square metres or more; or
- development carried out on a site having an area of 1 hectare or more in all flood zones.

What information is required?

The scope of the surface water drainage strategy is dependent on the nature, scale and location of the development and should include taking into account any relevant significant impacts on local infrastructure. The County Council's Flood and Water Team's advice should be followed.

Where to look for further assistance

See 7 above.

8. Heritage Statement

Policy Driver

National Planning Policy Framework (2012), particularly Section 12
Conserving and enhancing the historic environment

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)
Policy CS36 Archaeology and the Historic Environment

Cambridge City Local Plan (2006) policies 4/9: Scheduled Ancient Monuments/Archaeological Areas; 4/10: Listed Buildings; 4/11: Conservation Areas; 4/12: Buildings of Local Interest

East Cambridgeshire Local Plan (2015) policies ENV 11: Conservation Areas; ENV 12: Listed Buildings; ENV 13: Local Register of Buildings and Structures; ENV 14: Sites of archaeological interest; ENV 15: Historic parks and gardens; ENV 16: Enabling development associated with heritage assets

Fenland District Local Plan (2014) policies LP16: Delivering and Protecting High Quality Environments across the District; LP18: The Historic Environment

Huntingdonshire Core Strategy (2009) Spatial Vision and Objectives

Huntingdonshire Local Plan (1995) policies En1: Demolition of listed buildings; En2: Character and setting of listed buildings; En3: Alternative uses for listed buildings; En5: Conservation area character; En6: Design standards in conservation areas; En7: Outline applications; En9: Open spaces, trees and street scenes in conservation areas; En11: Ancient monuments and archaeological sites; En12 Archaeological recording; En13: Archaeological potential evaluation

South Cambridgeshire Development Control Policies DPD (2007) policies DP/1 (1.r) Sustainable Development; DP/3 (2.o & I) Development Criteria; CH/1: Historic Landscapes; CH/2: Archaeological Sites; CH/3: Listed

Buildings; CH/4: Development Within the Curtilage or Setting of a Listed Building; CH/5: Conservation Areas

Types of applications that require this information

- where the ground will be disturbed within an area of archaeological potential or for major development proposals where archaeological remains may survive;
- involving a scheduled monument or battlefield or its setting;
- which affect a listed building or its setting;
- within or which will affect a conservation area;
- which will affect a registered park or garden or its setting.

What information is required?

All Heritage Statements should assess and take into account the impact or potential impact of the proposed development and any proposals to avoid, mitigate or compensate for such impacts to ensure that there is no net loss of the historic environment resource. They should also include the setting of the historic environment, which includes individual historic assets. You may need to commission an assessment of existing information and submit the results as part of the application in accordance with advice. Archaeological work that is considered necessary either before the application is submitted or before development takes place can be very costly and may affect the viability of your scheme.

For applications either related to or impacting on the setting of designated heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For major development proposals or significant infrastructure works, and for applications involving ground disturbance within an area which may be considered of potential archaeological significance an applicant may need to commission an assessment of existing archaeological information, demonstrate the significance of the archaeological potential following a programme of fieldwork and submit the results as part of the Heritage Statement.

Where to look for further assistance

Planning Practice Guidance - [Conserving and enhancing the historic environment](#)

Historic England - [Charter for Historic England Advisory Services](#) (particularly sections 11 and 12)

Cambridge City Council [design and conservation documents](#)

Cambridge City Council [Conservation Areas](#)

East Cambridgeshire [Heritage & Conservation](#)

Fenland [Heritage Statements](#)

Huntingdonshire [Conservation Areas](#)

South Cambridgeshire [Development Affecting Conservation Areas SPD](#)
(January 2009)

South Cambridgeshire [Listed Buildings SPD](#) (July 2009)

South Cambridgeshire [Heritage Information to be submitted with Planning,
Listed Building Consent and Conservation Area Consent Applications](#)

South Cambridgeshire [Conservation Areas](#)

Cambridgeshire County Council [Archaeological advice for planning
developments](#)

9. Landscape impact assessment

Policy Driver

National Planning Policy Framework (2012)

Planning Practice Guidance

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)
Policy CS33 Protection of Landscape Character, Policy CS34 Protecting
Surrounding Uses.

Cambridge City Local Plan (2006) policies 3/2: Setting of the City; 3/3:
Safeguarding Environmental Character; 3/13: Tall Buildings and the Skyline

East Cambridgeshire Local Plan (2015) policies ENV 1: Landscape and
settlement character; ENV 2: Design

Fenland Local Plan (2014) policy LP16: Delivering and Protecting High Quality
Environments across the District

Huntingdonshire Core Strategy (2009) Spatial Vision and Objectives

Huntingdonshire Local Plan (1995) policy En18: Protection of countryside
features

South Cambridgeshire Development Control Policies DPD (2007) policies
DP/1 (1p) Sustainable Development; DP/3 (2.m) Development Criteria; DP/7:
Development Frameworks and NE/4: Landscape Character Areas

Types of applications that require this information

Large buildings and other structures e.g. anaerobic digestion tanks and emission stacks on sites in open locations outside the settlement development boundary as defined in the relevant City/District council local plan or development plan document.

What information is required?

An appraisal of the landscape and visual impacts of the proposed development using a methodology and to a standard equivalent to that set out in the document referred to below.

Where to look for further assistance

[Cambridgeshire Landscape Guidelines](#) (June 1991)

Huntingdonshire [A Tree Strategy for Huntingdonshire](#) (February 2015)

Planning Practice Guidance - [Natural Environment](#)

10. Landscape proposals

Policy Driver

[National Planning Policy Framework](#) (2012)

[Planning Practice Guidance](#)

[Cambridgeshire and Peterborough Minerals and Waste Core Strategy](#) (2011)
Policy CS33 Protection of Landscape Character

[Cambridge City Local Plan](#) (2006) policies 3/2: Setting of the City; 3/3: Safeguarding Environmental Character; 3/13: Tall Buildings and the Skyline; 4/3: Safeguarding Features of Amenity or Nature Conservation Value; 4/4: Trees

[East Cambridgeshire Local Plan](#) (2015) policies ENV 1: Landscape and settlement character; ENV 2: Design

[Fenland Local Plan](#) (2014) policy LP16: Delivering and Protecting High Quality Environments across the District

[Huntingdonshire Core Strategy](#) (2009) Spatial Vision and Objectives

[Huntingdonshire Local Plan](#) (1995) policy En20: Landscaping schemes for new development

[South Cambridgeshire Development Control Policies DPD](#) (2007) policies Dp/2 (1.j) Design of New Development; GB/2: Mitigating the Impact of Development in the Green Belt; GB/3: Mitigating the Impact of Development Adjoining the Green Belt; NE/4: Landscape Character Areas and NE/5: Countryside Enhancement Areas

Types of applications that require this information

Where trees or hedgerow will be removed as a result of the development compensatory planting will be required. Development that will have a visual impact that could be mitigated by landscape planting.

What information is required?

Appropriate hard and soft landscape details, including details of existing and proposed levels, paving treatments and materials, planting species, densities and size and form of specimens at planting. Establishment and long term maintenance and management should also be addressed (see item 11 below). Reference should be made to detailed landscape proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development (see item 6 above). Plans and drawings at an appropriate scale should be accompanied by schedules of details as appropriate and a programme of implementation.

Where to look for further assistance

[Cambridgeshire Landscape Guidelines](#) (June 1991)

Cambridge City Council [Sustainable Design and Construction SPD](#) (June 2007)

Huntingdonshire [A Tree Strategy for Huntingdonshire](#) (February 2015)

South Cambridgeshire [Landscape in New Development SPD](#) (March 2010)

South Cambridgeshire [District Design Guide SPD](#) (March 2010)

Planning Practice Guidance - [Natural Environment](#)

11. Soft landscape and biodiversity enhancement management scheme

Policy Driver

[National Planning Policy Framework](#) (2012)

[Planning Practice Guidance](#)

[Cambridge City Local Plan](#) (2006) 4/3: Safeguarding Features of Amenity or Nature Conservation Value

Types of applications that require this information

Where soft landscape (see item 10 above) or biodiversity enhancement measures are proposed. Applications for new or extensions to landfill sites will require aftercare of the restored land.

What information is required?

A programme of landscape management and biodiversity enhancement works for existing and proposed habitats and soft landscape features for a period of at least 5 years from the completion of development. For schools this should be in a format that the person responsible for grounds maintenance can understand.

The County Council will seek the aftercare of restored landfill sites in the interests of nature conservation for at least 10 years.

Where to look for further assistance

See items 4, 6 and 10 above.

12. Transport Assessment or Statement

Policy Driver

National Planning Policy Framework (2012), particularly Section 4 Promoting sustainable transport

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)
Policy CS23 Sustainable Transport of Minerals and Waste, Policy CS32
Traffic and Highways

Cambridge City Local Plan (2006) 8/2: Transport Impact

East Cambridgeshire Local Plan (2015) policy COM 7: Transport impact

Fenland Local Plan (2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland

South Cambridgeshire Development Control Policies DPD (2007) policies DP/3 (1.b, c & d and 2.k) Development Criteria; TR/1: Planning for More Sustainable Travel; TR/2: Car and Cycle Parking Standards; TR/3: Mitigating Travel Impact and TR/4: Non-motorised modes

Types of applications that require this information

Transport Assessment – where the proposed development has significant transport implications including new schools.

Transport Statement – schemes where the proposed development has some transport implications.

Applicants should agree the scope of the transport information that is necessary with CCC's transport officers at the pre-application stage. There will be some cases, dependent on the location and nature of the development, where information less than a professionally produced transport statement will suffice. However, it is essential that the applicant provides accurate information at both the pre-application stage and in the documents that are submitted in support of an application.

All applications which, if permitted, would lead to an increase in traffic, or a change in the type of traffic using the access should be accompanied by the following information:

- a layout plan of the existing access onto the public highway;
- layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access;

- the existing daily traffic movements (and type of vehicle/s) to the site. Where more than one business use the same access onto the public highway the total number of vehicle movements must be provided;
- the proposed daily traffic movements (and type of vehicle/s) to the site;
- for sites that will generate HCV movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.

What information is required?

Transport Assessment (TA) - The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal and should include taking into account any relevant significant impacts on local infrastructure. It should illustrate accessibility to the site by all modes of transport and the modal split of journeys to and from the site.

Transport Statement – Should outline the transport aspects of the application and any proposed measures to improve access by public transport, walking and cycling; to reduce the need for parking associated with the proposal; and to mitigate transport impacts.

Where to look for further assistance

Planning Practice Guidance - [Travel Plans, Transport Assessments and Statements](#)

Cambridgeshire County Council [Transport Assessment Guidelines](#)

13. Parking and access arrangements

Policy Driver

National Planning Policy Framework (2012)

Cambridge City Local Plan (2006) policies 8/6: Cycle Parking; 8/9: Commercial Vehicles and Servicing & 8/10: Off-Street Car Parking

East Cambridgeshire Local Plan (2015) policy COM 8: Parking provision

Fenland Local Plan (2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland

South Cambridgeshire Development Control Policies DPD (2007) TR/2 Car and Cycle Parking Standards

Types of applications that require this information

Applications involving a new access (vehicular or pedestrian) to/from the public highway or changes to an existing access.

Applications proposing changes to parking arrangements.

Applications that will affect the requirement for car and cycle parking by introducing more users to a site such as a new classroom.

Applications, which if permitted, would lead to an increase in traffic, or a change in the type of traffic using the access should be accompanied by a layout plan of the existing access.

What information is required?

- a layout plan of the existing access onto the public highway;
- layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access;
- the existing daily traffic movements (and type of vehicle/s) to the site. Where more than one business use the same access onto the public highway the total number of vehicle movements must be provided;
- the proposed daily traffic movements (and type of vehicle/s) to the site;
- for sites that will generate HCV movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed;
- details of existing and proposed parking provision on site layout plans, ideally at 1:500 scale making clear where there is specific provision for disabled persons and non-car modes such as cycles, minibuses and commercial vehicles (see Standard Application Form).

Where to look for further assistance

Cambridge City Council [Cycle Parking Guide for New Residential Development](#) (February 2010)

Cambridge Cycling Campaign [Cambridge Cycle Parking Guide](#)

13A. Construction traffic management plan

Policy Driver

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)
Policy CS34 Protecting Surrounding Uses

Cambridge City Local Plan (2006) policy 4/13: Pollution and Amenity

East Cambridgeshire Local Plan (2015) policy ENV 9: Pollution

Fenland Local Plan (2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District

South Cambridgeshire Development Control Policies DPD (2007) policies DP/3 (2.j & n) Development Criteria and NE/15: Noise Pollution

Types of applications that require this information

Applications, which if permitted, would give rise to HCV construction traffic in locations that may adversely affect highway safety or amenity of the occupiers of nearby properties.

What information is required?

- a layout plan of the existing access onto the public highway;

- layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access;
- the proposed daily construction traffic movements (and type of vehicle/s) to the site;
- swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed;
- details of proposed parking for contractors' and delivery vehicles on site layout plans;
- hours of deliveries of construction materials and or dispatch of waste etc
- vehicle routes;
- management and enforcement.

14. Travel Plan

Policy Driver

National Planning Policy Framework (2012)

Cambridge City Local Plan (2006) 8/3: Mitigating Measures

East Cambridgeshire Local Plan (2015) policy COM 7: Transport impact

Fenland Local Plan (2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland

South Cambridgeshire Development Control Policies DPD (2007) policy TR/3: Mitigating Travel Impact

Types of applications that require this information

School development involving a net increase of one or more classrooms, temporary or permanent (30 pupils) or the addition of a facility such as a children's centre. Where the school has a Travel Plan the application should be accompanied by an updated version that takes into account the school population when developed.

Where existing data relating for example to the mode of travel used is not available for example in relation to new school proposals where there are no children attending the school outline travel plans linked to a transport assessment or statement may be accepted.

What information is required?

Should outline how transport implications are going to be managed, by whom, and over what timescale in order to ensure the minimum environmental, social and economic impacts. It should also state how the plan would be promoted, implemented, monitored and maintained. A school travel plan should promote safe cycle and walking routes, restrict parking and car access at and around the school, and includes on-site changing and cycle storage facilities.

Where to look for further assistance

Planning Practice Guidance - [Travel Plans, Transport Assessments and Statements](#)

Travel for Cambridgeshire [Travel Plan Support](#)

[Modeshift STARS](#) [for schools]

15. Noise and /or vibration impact assessment

Policy Driver

National Planning Policy Framework (2012)

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)
Policy CS34 Protecting Surrounding Uses

Cambridge City Local Plan (2006) policy 4/13: Pollution and Amenity

East Cambridgeshire Local Plan (2015) policy ENV 9: Pollution

Fenland Local Plan (2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District

South Cambridgeshire Development Control Policies DPD (2007) policies DP/3 (2.j & n) Development Criteria and NE/15: Noise Pollution

Types of applications that require this information

Development proposals which:

- would give rise to noise and/or vibration both on and off site which could disturb occupants of nearby buildings (e.g. outdoor sports pitches, waste development)
- are considered to be noise-sensitive themselves and which are close to existing sources of noise and/or vibration

A noise impact assessment is likely to be required for the following:

- i. Potentially noise generating developments (e.g. waste development, outdoor sports pitches) in the vicinity of existing noise sensitive uses such as residential, offices, schools and hospitals;
- ii. Noise sensitive development / uses in the vicinity of existing noise generating uses eg classified roads, railways, or in areas with an existing noisy environment such as the city centre;
- iii. Mixed use applications comprising both noise generating and noise sensitive uses;
- iv. Commercial applications including ventilation, extractor or cooling units / plant / equipment in the vicinity of noise sensitive uses.

What information is required?

A noise/vibration impact assessment undertaken by person competent in acoustics and noise/vibration impact assessments. The noise/vibration assessment should include appropriate mitigation measures.

Where to look for further assistance

Planning Practice Guidance - [Noise](#)

Cambridge City Council [Sustainable Design and Construction SPD](#) (June 2007)

South Cambridgeshire [District Design Guide SPD: High Quality and Sustainable Development in South Cambridgeshire](#) (March 2010): Chapter 10
- Environmental Health & Appendix 6: Noise

16. Lighting assessment

Policy Driver

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)
Policy CS34 Protecting Surrounding Uses

Cambridge City Local Plan (2006) policy 4/15: Lighting

East Cambridgeshire Local Plan (2015) policy ENV 9: Pollution

Fenland Local Plan (2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District

South Cambridgeshire Development Control Policies DPD (2007) policies DP/3 (2.j, l & n) Development Criteria and NE/14: Lighting Proposals

Types of applications that require this information

Where external lighting would be provided or made necessary by development in the vicinity of residential property, a listed building, conservation area or in the open countryside. Regulation 3 applications for floodlit sports pitches will need a comprehensive lighting assessment. External security lights on buildings or in car parks should be described in the application documents.

What information is required?

- layout plan with beam orientation and light spill;
- hours of use;
- schedule of the equipment in the design (luminaire type; mounting height; aiming angles and luminaire profiles);
- an isolux contour map to show light spill levels down to 1 lux - distribution of horizontal and vertical illuminance and showing neighbouring buildings.

Where to look for further assistance

Planning Practice Guidance – [Light Pollution](#)

Huntingdonshire [Design Guide SPD](#) (2017)

Institute of Lighting Professionals - [Guidance Notes for the Reduction of Obtrusive Light](#) (2011)

The Royal Commission on Environmental Pollution [Artificial Light in the Environment](#) (November 2009)

South Cambridgeshire [District Design Guide SPD: High Quality and Sustainable Development in South Cambridgeshire](#) (March 2010): Chapter 10
- Environmental Health & Appendix 7: Light Pollution

Standards UK - BS EN 12193:2007 - Lights and lighting. Sports lighting

Sport England [Artificial Sports Lighting](#)

17. Air quality assessment

Policy Driver

National Planning Policy Framework (2012)

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)
Policy CS34 Protecting Surrounding Uses

Cambridge City Local Plan (2006) policies 4/14: Air Quality Management Areas and 4/13: Pollution and Amenity

East Cambridgeshire Local Plan (2015) policy ENV 9: Pollution

Fenland Local Plan (2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District

South Cambridgeshire Development Control Policies DPD (2007) policies DP/1 (l) Sustainable Development; DP/3 (2.j & n) Development Criteria and NE/16: Emissions

Types of applications that require this information

Where the development:

- is proposed within or adjacent to an Air Quality Management Area (AQMA);
- could itself result in the designation of an AQMA and/or result in a significant worsening of existing air quality within an area;
- would conflict with or render unworkable elements of a local authority's air quality action plan; or
- is a waste proposal where there will be emissions to air, including dust, odour and bioaerosols.

What information is required?

Such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

Where dust is likely to be an issue a Dust Management Scheme will normally be required which sets out the possible dust sources, sensitive receptors, mitigation measures and monitoring arrangements

Where odour is likely to be an issue an Odour Management Scheme will normally be required which sets out the possible odour sources, sensitive receptors, mitigation measures and monitoring arrangements.

Such schemes should normally be discussed with other relevant regulatory bodies, including the Environment Agency and the City/ District Council Environmental Health Officer.

A bioaerosols risk assessment is required for open air composting facilities within 250m of a residential property.

Where to look for further assistance

Planning Practice Guidance – [Air Quality](#)

Cambridge City Council [Air Quality In Cambridge - Developers Guide](#) (September 2008)

Cambridge City Council [Sustainable Design and Construction SPD](#) (June 2007)

Cambridge City Council [Air Quality Action Plan for the Cambridgeshire Growth Areas](#) (2009)

South Cambridgeshire [District Design Guide SPD: High Quality and Sustainable Development in South Cambridgeshire](#) (March 2010): Chapter 10 - Environmental Health & Appendix 4: Air Quality Supplementary Design Guide

18. Contaminated land assessment

Policy Driver

National Planning Policy Framework (2012)

Environment Agency [Land contamination: technical guidance](#)

Cambridge City Local Plan (2006) policy 4/13: Pollution and Amenity

East Cambridgeshire Local Plan (2015) policy ENV 9: Pollution

Fenland Local Plan (2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District

Huntingdonshire Core Strategy (2009) Policy CS1 Sustainable Development in Huntingdonshire

Types of applications that require this information

Where contamination is known or suspected or the development site is in the vicinity of such land, or the proposed use would be particularly vulnerable or sensitive e.g. residential care homes, schools.

What information is required?

Sufficient information to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level without undue environmental

impact during and following development.

Where contamination is known or suspected, or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. All investigations of land potentially affected by contaminated should be carried out in accordance with established procedures (such as BS10175 (as amended) Code of Practice for the Investigation of Potentially Contaminated Sites). A preliminary risk assessment that identifies the sources, pathways and receptors will be required to enable validation of an application. A phased or tiered approach is recommended in the DEFRA/Environment Agency's [Model Procedures for the Management of Contamination](#) (CLR11).

The initial provision of this information is essential to determine whether further more detailed investigation is required. The minimum requirement to be provided by an applicant is land contamination assessment that reports the findings of a desk study and site reconnaissance (walk over). Where contamination is found developers will need to demonstrate in the land contamination assessment that unacceptable risk from it will be successfully addressed through remediation without undue environmental impact during and following development.

Where to look for further assistance

Planning Practice Guidance - [Land affected by contamination](#)

Cambridge City Council [Contaminated Land In Cambridge - Developers Guide](#) (April 2009)

Cambridge City Council [Sustainable Design and Construction SPD](#) (June 2007)

East Cambridgeshire [Guidance on submitting planning applications on land that may be contaminated](#) (January 2015)

South Cambridgeshire [District Design Guide SPD: High Quality and Sustainable Development in South Cambridgeshire](#) (March 2010): Chapter 10 - Environmental Health & Appendix 5: Development of Potentially Contaminated Sites

19. Waste Audit and Management Strategy

Policy Driver

[National Planning Policy Framework](#) (2012)

[Cambridgeshire and Peterborough Minerals and Waste Core Strategy](#) (2011) policy CS28 Waste Minimisation, Re-Use, and Resource Recovery

[Cambridge City Local Plan](#) (2006) policy 3/1: Sustainable Development

[East Cambridgeshire Local Plan](#) (2015) policy ENV 2: Design

Fenland Local Plan (2014) LP16: Delivering and Protecting High Quality Environments across the District

Huntingdonshire Core Strategy (2009) Policy CS1 Sustainable Development in Huntingdonshire

South Cambridgeshire Development Control Policies DPD (2007) policy DP/6: Construction Methods

Types of applications that require this information

Development proposals:

- that involve demolition of a building or part of a larger building
- where the development site is previously used (brownfield) land that may be contaminated
- that involve significant earthmoving (including greenfield sites)

What information is required?

See separate document *Guidance on Waste Audit and Management Strategies for submission in support of a planning application or to fulfil a requirement of a planning condition* Cambridgeshire County Council June 2013 and which has been placed alongside this document on the County Council's website.

Where to look for further assistance

Planning Practice Guidance – [Waste](#) – [Should significant developments include a waste audit?](#) Paragraph: 049 Reference ID: 28-049-20141016

See item 18 above

20. Open Space / Playing Field Assessment

Policy Driver

National Planning Policy Framework (2012), particularly Section 8 Promoting healthy communities

Cambridge City Local Plan (2006) policy 4/2: Protection of Open Space

East Cambridgeshire Local Plan (2015) policy COM 3: Retaining community facilities

Fenland Local Plan (2014) policies LP6: Employment, Tourism, Community Facilities and Retail

Huntingdonshire Core Strategy (2009) Spatial Vision and Objectives

Huntingdonshire Local Plan (1995) policies En14: Open spaces, frontages and gaps in the built up framework & En15: Open spaces and gaps identified for protection

South Cambridgeshire Development Control Policies DPD (2007) policies DP/3 (1.e and 2. l & s) Development Criteria; CH/6: Protected Village Amenity Areas and SF/9: Protection of Existing Recreation Areas

Types of applications that require this information

Development within designated open spaces / playing fields / allotments.

What information is required?

Plans showing any areas of existing or proposed open space within or adjoining the application site and any access links, equipment, sports pitch size and layout, facilities, landscaping to be provided on open space areas.

Any application involving the loss of, or provision of, playing fields should be supported by evidence from a district wide Playing Pitch Strategy or an independent needs assessment as referred to above. The Sport England publication 'A Sporting Future for the Playing Fields of England – Policy on planning applications for development on playing fields' sets out the criteria against which applications will be assessed by Sport England.

Where to look for further assistance

Planning Practice Guidance - [Open space, sports and recreation facilities, public rights of way and local green space](#)

Sport England – [Protecting Playing Fields](#) which includes Sport England's Information requirements checklist.

Cambridge City Council [Open Space and Recreation Strategy](#) (October 2011)

Cambridge City Council [Guidance for Interpretation of Open Space Standards](#) (July 2006)

South Cambridgeshire [Open Space in New Developments SPD](#) (January 2009)

21. Information in support of applications for the storage, treatment or disposal of waste

Policy driver

The Landfill Directive

Landfill England and Wales Regulations 2002 (as amended)

National Planning Policy Framework (2012) particularly Section 8 Promoting healthy communities

National Planning Policy for Waste (October 2014)

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)

Cambridge City Local Plan 2006 policy 4/13: Pollution and amenity

East Cambridgeshire Local Plan (2015) policy ENV 9: Pollution

Fenland Local Plan (2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District

South Cambridgeshire Development Control Policies DPD (2007) policy DP/1 (3): Sustainable Development

Types of applications that require this information

- 1) New landfill sites or extensions to existing landfill sites (including land raising).
- 2) Proposals involving the storage, treatment or disposal of hazardous waste and proposals for the incineration (including advanced thermal technologies) or chemical treatment of non-hazardous waste.

What information is required?

1) and 2) Type and source of waste; plans and elevation drawings of buildings and other infrastructure; working hours; access arrangements including wheel cleaning; surface water drainage.

1) Topographical survey of the existing site; scaled plans and cross sections explaining the proposed phases of working; pre-settlement and post-settlement contours; gas and leachate control systems; when relevant means of disposal of treated effluent and assessment of dry weather flows, duration of development; soil handling; restoration, afteruse and aftercare.

2) Health impact assessment (HIA) - HIA is a tool to appraise both positive (eg creation of new jobs) and negative (eg generation of pollution) impacts on the different affected subgroups of the population that might result from the development.

Where to look for further assistance

You are strongly advised to employ a suitably qualified agent with experience in waste planning. Waste disposal by landfill will also need an [environmental permit from the Environment Agency](#) so you are advised to establish their requirements at an early stage to ensure that your planning application is consistent with permitting requirements.

Planning Practice Guidance – [Waste](#)

The National Archives - [The Environmental Permitting Regulations 2010](#)

South Cambridgeshire [Health Impact Assessment SPD](#) (March 2011)

Public Health England - Gothenburg Consensus Paper: [Health Impact Assessment - Main concepts and suggested approach](#), European Centre for Health Policy, WHO-Euro, Brussels (December 1999)

European Commission, Health & Consumer Protection Directorate-General paper [Ensuring a high level of health protection A practical guide](#) (17 December 2001)

National Institute for Health and Care Excellence (NICE) - [Introducing health impact assessment \(HIA\): Informing the decision-making process](#), HDA (2002)

Public Health England - [The Merseyside Guidelines for Health Impact Assessment](#) (Second edition May 2001) published by the International Health Impact Assessment Consortium

22. Additional Plans and Drawings (including cross-sections where required)

Legislative Driver

Article 7(1) (c) of The Town and Country Planning (Development Management Procedure (England) Order 2015

Types of applications requiring this information

All to which this guidance applies unless otherwise stated below.

What information is required?

Other plans in addition to the national requirement for a site location plan (see [paragraph 024 Reference ID: 14-024-20140306](#) of the Planning Practice Guidance).

N.B. The red line of the application area should include the means of access to the public highway and all of the proposed development including ancillary parking provision.

Other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:

- Existing and proposed Block plans of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries and neighbouring properties and clearly outlining the parking and manoeuvring areas;
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100);
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100);
- Drawings must show sufficient of the building to identify the proposal within its context;
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100);
- Roof plans (e.g. at a scale of 1:50 or 1:100) - required only for complex roof structures. The roof plan should show the shape of the roof at an appropriate scale;
- Adequate cross-sections showing existing and proposed changes of level – required for proposals on sloping sites and all applications which include proposed changes in levels.

Where to look for further assistance

Planning Practice Guidance – [Making an application](#) – [Validation requirements](#)

NOTES

Environmental Impact Assessment Development is covered by separate regulations, which are outside of the scope of these guidance notes.

If during the lifetime of this list, Policy Documents, relevant legislation and other documents are amended or superseded, the revised or replacement document shall be treated as a substitute for any superseded reference.

**County Development, Minerals and Waste Planning
Cambridgeshire County Council June 2017**